Call **7-ROOM (7-7666)** for immediate assistance
with Smart Classroom equipment or to report a problem. There is a telephone on the wall in the A/V closet.

If you have not been trained on the use of this equipment, please call **7-ROOM (7-7666)** to schedule a one-on-one training. You can also request a training session at the following web page.
http://database.at.northwestern.edu/p/SCTrainingReqs/ChicagoSCTrainingReq1.cfm
Although we try to be flexible, three days notice is required for scheduled training sessions.

**Quick Reference**

**To turn the system on**
- If the touchpanel is dark, touch the screen to wake it up.
- Once awake, touch the screen again to start the system.

**To turn on the projector**
- From the main screen, select an RGB/Video source from left side (i.e. *North RGB, North Video, Floor RGB, Floor Video, DVD, VCR*).

**To adjust the volume**
- From the main screen, the “Program” up and down arrows adjusts the volume for the laptop, DVD or VHS tape.

**Please turn the system off when you are done**
- From the main screen, press the “*System Off*” button.
- Confirm your selection by pressing “*Shutdown Room Now*”, and the system will begin its power-down cycle. **Please Note:** It must complete this cycle before the system can be restarted.

**Tips and suggestions**

It is best to run a laptop using the power adaptor. You may have to use the “Fn” and one of the “F” keys (i.e. F7 or F8) to send the image from your laptop to the projector. You will display the best image when your laptop is set to 1024 x 768 display resolution.

**Hours of Support:**
Monday through Friday – 8 AM to 4:30 PM.